

STATE AND CONSUMER SERVICES AGENCY

DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

UNIT: Elk Grove – Management & Budget (**PENDING DPA AND BUDGET APPROVAL**)

CLASSIFICATION: Staff Services Manager I

SALARY: \$4912 - \$5926

FINAL FILING DATE: Until Filled

DUTIES: Under the supervision of the Deputy Director, Management and Budget, the incumbent works independently and is responsible for the Department's program budgeting. Develops policies and procedures on fiscal issues affecting the administration of departmental funds, and provides procedural recommendations on budgeting systems. Works closely with the Accounting Office. Duties include, but are not limited to, the following: Provide budgetary oversight and technical support in matters related to the Department. Function as a highly skilled, independent consultant with the ability to act authoritatively on behalf of the Department. Provide recommendations for funding issues and program changes based on various budget related issues; provide technical expertise and recommendations on decisions which commit expenditure of resources or adjust the funding levels of internal programs which may result in statewide impacts; in an advisory and oversight capacity to program and executive staff, provide advice to avoid errors which could expose the Department to criticism from the Administration and Legislature and seriously restrict the operations and flexibility of the Department. Coordinate compilation and dissemination of sensitive and confidential program information. Provide policy direction on allotment issues and the distribution of annual funds to fulfill departmental needs. Prepare all required documents for the annual Governor's Budget proposal including the Budget Galley; Salaries and Wages (7A); and the Equipment, OE&E and Reimbursement Schedules, etc. Develop and maintain fiscal spreadsheets and databases to track all adjustments made to the Department's budget. This includes the development and maintenance of an internal Schedule 8, etc. Function as liaison with the Department of Finance, Legislative Analyst's Office, and Legislative staff with authority to make decisions within the parameters of the Budget Officer; prepare responses to various budget letters as required, which includes retirement drills, general salary increases, Pro-rata/SWCAP, reduction drills, etc., ensuring maximum funding and position authority is maintained for completion of department activities, as appropriate.

DESIRABLE QUALIFICATIONS: Integrity, initiative, tact, dependability, good judgment, ability to work independently and cooperatively, ability to execute work assignments with accuracy and organization. Ability to operate a computer and knowledge of Excel and Word software programs. Some travel is required to conduct official State business. Selected candidate will be required to certify they have a valid California driver's license and liability insurance.

WHO SHOULD APPLY: Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. Applicants will be screened and those best qualified will be interviewed.

SEND COMPLETED STATE APPLICATION (STD 678) TO:

Department of Fair Employment and Housing
ATTN: Personnel Office
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758

(916) 478-7229
TTY (800) 700-2320

ISSUE DATE: 06/18/07

RPA #: 001